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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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November 4, 2002

TO: Audit Committee

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY LABOR-MANAGEMENT ADVISORY COMMITTEE**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Labor-Management Advisory Committee on Productivity Enhancement's sunset review date be extended to September 30, 2005.

**BACKGROUND**

The Labor-Management Advisory Committee on Productivity Enhancement (LMAC) was established in 1981 and has most recently been continued by the Board at its November 10, 1998 meeting. Each of the fringe benefit memoranda of understanding signed with the coalition of County Unions includes an item regarding the ongoing existence of the LMAC.

The LMAC's mission is to provide recommendations to the Board, which will lead to an enhanced productive quality of life for County employees. The LMAC provides a forum for management and labor to share information and perceptions on County operations to improve the effectiveness, efficiency and image of County government. The LMAC addresses issues impacting the welfare of County employees and a commitment to operational effectiveness and service excellence.

The LMAC consists of 12 members. This includes six County management representatives recommended by the Chief Administrative Officer and six labor representatives recommended by the Unions. The LMAC also has four alternates. Members do not receive compensation for attending meetings.

**JUSTIFICATION**

Since its creation, the LMAC has addressed an agenda including the subjects of alternative modes of transportation for employees, on-site child care facilities for

employees, and quality of life issues related to the workplace such as job stress, job satisfaction and employee communications. During this evaluation period, the LMAC accomplished the following:

- Held four Wellness Fairs in various regions of Los Angeles County to provide health and nutritional counseling, cholesterol screenings, diabetes screenings, blood pressure screenings, Employee Assistance Program information and dental counseling to over 1,700 participants.
- Held County-wide fundraising events, including a special September 11<sup>th</sup> Victim's Fund campaign, raising over \$168,000. In 2001, County employees also pledged over \$1.8 million to help families in need.
- Installed electronic message boards in Civic Center buildings, promoting rideshare services and assistance provided through the Los Angeles County Commuter Service Center. The employee ridesharing average is now 1.86 persons per car, which is in compliance with the South Coast Air Quality Management District (SCAQMD) Rule 2202.
- Discussed County-wide strategies to promote a good County image and enhance employee recognition efforts. For example, the LMAC expressed pride in military reservists by distributing "We Salute You" banners to County department heads in support of employees activated as a result of the September 11<sup>th</sup> terrorist attacks.
- Coordinated and provided oversight to the Commuter Service Center program, trip reduction awareness projects and the Civic Center "Independent Vanpool Policies and Practices" program.
- Reviewed policies and procedures for enhancing child care services provided by the County Child Care Center.

The LMAC will continue to work on the Wellness Initiative by promoting preventive health care through Wellness Fairs, education and awareness. It is also continuing work on the Rideshare Program to comply with SCAQMD Rule 2202, enhance air quality, reduce traffic congestion and meet rideshare goals. For its Image Enhancement Initiative, the LMAC is working on promoting employee volunteerism for Cesar Chavez Community Service Week to be held in March 2003 and enhancing the County's image through promotional activities.

Please call me if you have any questions.

JTM:DR:RD  
Attachments

c: Mr. Jim Corbett, Manager, Commission Services  
Ms. Evelyn Gutierrez, Director, Office of Workplace Programs  
Mr. Arlen "Bud" Treece, Chair, Labor-Management Advisory Committee

COMMISSION SUNSET REVIEW  
LOS ANGELES COUNTY LABOR-MANAGEMENT ADVISORY COMMITTEE  
REVIEW COMMENTS

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Committee. **CONCUR**

**Section 1. Relevancy.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

Generation of cost reductions, image enhancement and productivity increases are critical elements in effective provision of public services. **RELEVANT**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

Committee meetings should be held every other month. During the last four years, 21 (88%) of the required 24 meetings were held. Average attendance was seven of 12 members per meeting. **SATISFACTORY**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

The LMAC accomplishes the majority of its work through sub-committees. These include the Wellness Committee, Workplace Giving Committee, Technology Committee, and Image Committee. During this evaluation period, the LMAC accomplished the following:

- Held four Wellness Fairs in various regions of Los Angeles County to provide health and nutritional counseling, cholesterol screenings, diabetes screenings, blood pressure screenings, Employee Assistance Program information and dental counseling to over 1,700 participants.
- Held County-wide fundraising events, including a special September 11<sup>th</sup> Victim's Fund campaign raising over \$168,000. In 2001, County employees also pledged over \$1.8 million to help families in need.
- Installed electronic message boards in Civic Center buildings, promoting rideshare services and assistance provided through the Los Angeles County Commuter Service Center. The employee ridesharing average is now 1.86 persons per car, which is in compliance with the South Coast Air Quality Management District (SCAQMD) Rule 2202.

- Discussed County-wide strategies to promote a good County image and enhance employee recognition efforts. For example, the LMAC expressed pride in military reservists by distributing “We Salute You” banners to County department heads in support of employees activated as a result of the September 11<sup>th</sup> terrorist attacks.
- Coordinated and provided oversight to the Commuter Service Center program, trip reduction awareness projects and the Civic Center “Independent Vanpool Policies and Practices” program.
- Reviewed policies and procedures on the enhancement of child care services provided by County Child Care Center. **SIGNIFICANT**

**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

Planned projects relating to the Wellness Initiative, the Rideshare Program and Image Enhancement are relevant within the current County environment.  
**RELEVANT**

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

The LMAC does not have a separate budget. Support provided by the Chief Administrative Office of Workplace and Marketing of approximately six hours per meeting appears reasonable. **WARRANTED**

**Section 7. Recommendation.**

**EXTEND THE SUNSET REVIEW DATE FOR THE LABOR-MANAGEMENT ADVISORY COMMITTEE ON PRODUCTIVITY ENHANCEMENT TO SEPTEMBER 30, 2005.**

**LOS ANGELES COUNTY LABOR MANAGEMENT ADVISORY COMMITTEE ON PRODUCTIVITY ENHANCEMENT  
ATTENDANCE RECORD**

<b>Commissioner</b>	<b>Nominated By</b>	9/30/98	12/31/98	3/31/99	6/30/99	9/30/99	12/31/99	3/31/00	6/30/00	9/30/00	12/31/00	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	Totals	% Attend
Number of Meetings per Quarter →		2	1	1	1	2	0	3	1	0	1	2	1	2	1	1	2	21	
Mr. Frank Andrews	CAO	1	1	0	1	2	0	1	1									7	64%
Ms. Sandra M. Davis	CAO	1	1	1	1	1	0	2	1	0	0	0						8	57%
Ms. Stephanie Klopffleisch	CAO	1	1	1	0	2	0	1	1	0	0	1						8	57%
Mr. Rick Auerbach	CAO																0	0	0%
Ms. Anita Bock	CAO												0	0	0	0		0	0%
Ms. Sharon Bunn	CAO												1	2	1	1	0	5	71%
Mr. Robert Ryans	CAO																1	1	50%
Mr. Mark J. Saladino	CAO	1	1	1	1	2	0	2	1	0	1	2	1	1	1	1	2	18	86%
Mr. Richard N. Shumsky	CAO	0	1	0	0	1	0	3	0	0	0	0	0	0	0	0		5	26%
Ms. Joanne Sturges	CAO	0	0	0	0													0	0%
Mr. Marvin Southard	CAO					2	0	0	0	0	1	0	0	0	0	0	0	3	19%
Mr. Robin Toma	CAO												1	1	0	1	2	5	71%
Ms. Pat Libby	CAO	1	1	0														2	50%
Mr. David Meyer *	CAO	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	3	14%
Ms. Evelyn Gutierrez *	CAO	2	1	1	1	2	0	3	1	0	1	2	1	2	1	1	2	21	100%
Ms. Linda Dent Williams	Local 660				0	1	0	3	0	0	0	2	0	1	0	0	1	8	47%
Mr. Conrad Liberty	County Unions	0	0	0	0	0	0											0	0%
Mr. Ralph Miller	County Unions	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	3	14%
Mr. Ramon Rubalcava	Local 660	1	0	0	1	2	0	2	1	0	1	1	1	2	1	0	2	15	71%
Mr. Arlen "Bud" Treece	County Unions	2	1	1	1	2	0	3	0	0	1	1	1	2	1	1	2	19	90%
Mr. Joseph P. Wetzler	County Unions	2	1	1	1	1	0	2	0	0	1	2	1	1	1	1	1	16	76%
Mr. Tim Sinichak *	County Unions	0	1	0														1	25%
Mr. Pat McGinn *	County Unions	0	0	1														1	25%
Mr. Don Lassig *	County Unions				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Mr. James L. Whitmore *	Local 535				1	1	0	1	0	0	0	0	0	0	0			3	21%
<b>Totals</b>		14	10	7	8	19	0	24	8	0	6	12	7	12	6	6	13	152	

\* Alternate

Average Attendance per Meeting →

**7.2**